

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION

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April 6, 2004

**FROM: LINDA HAUGAN, DIRECTOR
TRANSITIONAL ASSISTANCE DEPARTMENT**

SUBJECT: MEMORANDUM OF UNDERSTANDING WITH PUBLIC AND PRIVATE NON-PROFIT AGENCIES TO PROVIDE NON-SALARIED WORK EXPERIENCE AND COMMUNITY SERVICE TRAINING TO CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS PARTICIPANTS

RECOMMENDATION:

1. Approve standard Memorandum of Understanding template for utilization with public and private non-profit agencies to provide non-salaried work experience and community service training for San Bernardino County California Work Opportunity and Responsibility to Kids participants.
2. Authorize the Director of the Transitional Assistance Department to execute Master Agreements with public and private non-profit agencies.

BACKGROUND: In August 1996, the President signed the Personal Responsibility and Work Opportunity Reconciliation Act changing the focus of the nation's welfare system from entitlement to that of responsibility, accountability, and self-sufficiency. California Assembly Bill 1542 (1997) requires County Welfare Departments to provide transitional services, including unpaid work experience and community service training, to assist welfare recipients in obtaining economic self-sufficiency through unsubsidized employment. The Transitional Assistance Department (TAD) administers the California Work Opportunity and Responsibility to Kids (CalWORKs) program in San Bernardino County with the overall goal of reducing welfare dependency by assisting participants in obtaining jobs that lead to self-sufficiency.

On September 12, 2000, the Board of Supervisors approved a standard Memorandum of Understanding (MOU) for use with public and private non-profit agencies for the provision of non-salaried work experience training for CalWORKs participants. On August 20, 2002, the Board of Supervisors approved a revision of the standard MOU allowing public and private non-profit agencies to arrange unpaid community service training activities as well as unpaid work experience.

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The goal of these MOUs is to continue to provide work experience sites and job training and placement opportunities to San Bernardino County CalWORKs participants. The length of the participant's Work Experience/Community Service assignment will vary depending upon each participant's individual circumstances and will not exceed thirty-two (32) hours per week. The participant will receive no compensation, but will gain valuable work experience and job references while continuing to receive cash aid. Additionally Workers' Compensation insurance coverage for participants in Work Experience/Community Service employment activities is provided by the California Department of Social Services. TAD/CalWORKs work experience participants will not displace existing workers or otherwise interfere with the normal hiring process of the agencies. Participants will be encouraged to compete for job openings equivalent to the positions they occupy within these agencies.

Approval of this item will allow the Director of TAD to sign these agreements. Previously these items were signed by the Jobs and Employment Services Department (JESD), however on March 11, 2003, the responsibility for this program was transitioned to TAD.

Public and private non-profit agencies are informed about the work experience and community service programs through TAD marketing materials and by direct contact from TAD staff. MOUs are negotiated on a case-by-case basis with each agency, and since the training will occur at the host agency site, the MOU serves as a sole source agreement.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by HSS Contracts (Lori Ciabattini, Contracts Manager, 388-0253) on March 11, 2004; County Counsel (Regina Coleman, Deputy County Counsel, 387-4119) on March 25, 2004; and the County Administrative Office (Gary Morris, Administrative Analyst, 388-0356) on March 25, 2004.

FINANCIAL IMPACT: This is a non-financial MOU.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval based on the action resulting in no local cost.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Linda Haugan, Director Transitional Assistance Department (909) 388-0245

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